# Tick List *for Visiting Students*

PEMBROKE
COLLEGE OXFORD

| To Do | Key Info | Deadline | Tick |
|---|---|---|---|
| Read Welcome Information | Make sure you:<br>• Read the welcome information from the Junior Common Room.<br>• Refer your parents or guardian to the link shown under the section for parents. | Make sure you read everything necessary before completing your Freshers' Information Form by **Monday 12th August** | ☐ |
| Read Arrivals and Freshers' Week | Make sure you know:<br>• When you need to arrive<br>• The arrivals process | Make sure you read everything necessary before completing your Freshers' Information Form by **Monday 12th August** | ☐ |
| Read Living in Oxford | Make sure you know:<br>• Your term dates<br>• The Trusted Contact Policy and Information for Parents.<br>• Your medical registration information<br>• How dietary requirements are dealt with in College | Make sure you read everything necessary before completing your Freshers' Information Form by **Monday 12th August** | ☐ |
| Read Financial Information | Make sure you know:<br>• How battels work<br>• How to apply for contents insurance | Make sure you read everything necessary before completing your Freshers' Information Form by **Monday 12th August** | ☐ |
| Read Handbooks and Regulations | Make sure you know:<br>• All relevant details in the Student Handbook<br>• The rules of the IT policy<br>• The College Regulations | Make sure you read everything necessary before completing your Freshers' Information Form by **Monday 12th August** | ☐ |
| Read Academic Inductions and Reading Lists | Make sure you:<br>• Know about College and Bodleian Library inductions<br>• Check if you have a subject induction; your Department will be in touch to inform you of further details if so | Before you arrive | ☐ |

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| Complete Student Contract | The Student Contract must be completed and submitted via the Fresher's Information Form. Please also retain a copy of the Student Contract for your own records. | **Monday 12th August** | |
| Complete the Freshers' Information Form | Once you have read the sections above and signed and completed your Student Contract, you should complete the Fresher's Information Form to upload these documents.<br><br>At the start, you will be asked to select if you are an undergraduate, graduate or visiting student. Please select the correct option, otherwise you will not see the right information or be asked the right questions. | **Monday 12th August** | |
| Read the Accommodation Choices page | If you would like to request an upgrade to an en suite room, the deadline to do this is Wednesday 31 August 2024, at 9:00am UK time. | **Monday 12th August** | |
| Register with the University | Please complete the online registration as soon as possible, or it will cause delays to the in-person registration process on the first day at College and will limit access to other online activities to be run during September.<br>Try to set up your Eduroam account before coming to Oxford. | **Registration starts 1st September and must be completed before arrival.** | |
| Read International Students Advice page | Information on how to set up a Bank account can be found at the link. In particular, check you know the best way to travel to College as an international student before you set off. | Before you arrive | |
| Read medical guidance and register with the local doctor | It is really important for you to register with a GP who is happy to provide care whilst living in Oxford. The College works with a local GP practice to enable you to access care during your time at College. | As soon as possible | |

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| Read the Disability Advisory Service information | If you feel that you may benefit from additional support with academic study, alternative arrangements, or specific domestic needs during your time at Oxford, please do read and consider the available options. | As soon as possible | |
| Read more about Welfare and Wellbeing at Pembroke | The University and College take your welfare and wellbeing very seriously and there are different routes to access support during your time here. | | |

As a Fresher you should complete this tick list which covers all the administration that you need to do before arriving at Pembroke. Feel free to save this reminder sheet and tick things off as you go.